

2005-06 LCAP Secondary Enrollment Instructions

Reference Materials (found on our website): Checklist, Definitions, MISO3 Booklet

1. Access Website: www.nd.gov/cte Click **Accountability** then **LCAP System Login**
2. Enter **Login ID and Password**
3. Click **Login** (Main Menu page will appear)
4. Click on **Student Maintenance** (Student Search page will appear)
5. *9th Graders will not be in the system so click **Add New Student**
6. Enter student's **Last Name** and click **Search**
7. In the Search Results, find your student's name and click **Select**
8. The Student's Name, Birth Date and Student ID number will be complete - Click **Save**
9. Under Enrollment – click **Add**
10. Complete data for student.
11. Click **Save/Continue**
12. Enter coursework for the current student (refer to transcript) Enter by semester the **MISO3 Number**, the **Number of Credit(s)** and the **Grade**
13. If more lines are needed, click **Add Courses**
14. Click **Save/Continue**
15. Click **Return to Search**
- To add another 9th grader, click **Add New Student** and repeat steps 6-14.
- To look for 10th, 11th, or 12th grade students, choose School Year **2004-2005** and appropriate Plant
16. Click **Search** (a list of students for that plant will appear)
17. To add coursework for existing students, click on the **student's name**
18. Under Enrollment click **Add**
- **Note:** Always add enrollment. If you edit what is there from past years, you will overwrite the data.
19. Complete data for student
20. Click **Save/Continue**
21. Enter coursework for the current student (refer to transcript) Enter by semester the **MISO3 Number**, the **Number of Credit(s)** and the **Grade**
22. Click **Save/Continue**
23. To review entered information, click **Grade Number** (9th, 10th, 11th or 12th)
24. If a red dot appears, coursework was not completed. Click **Edit**, complete information, save/continue.
25. Click **Return to Search** to continue. Repeat steps 16-21 for each student
26. When information is completed - Click on **Main Menu** and then **Logout**